

## Procedures For Completing and Submitting A Paper Renewal for 2013 Individual Licensure Renewal in Alabama

**NOTE:** Renewing your license by the completion and submittal of a paper renewal application requires much more time for processing. While electronic renewals are generally processed on the date you complete your renewal, it may take up to 4 weeks for the Board to process paper renewals.

**Step 1 — Complete License & Address Information.** Ensure the license type, license number, name, address & company name are correct. If you have a new preferred mailing address or new employment, please advise in the appropriate box.

**Step 2 — Complete Part I.** You **must** complete this section. Procedures are the same for in-state and out-of-state licensees.

### **Non-Exempt from Continuing Education:**

**a. Professional Engineer:** Check Box 1. You must have completed 15 hours of professional development for the year. The PDH's either have been carried over from last year or have already been taken in 2012. You must complete the PDH log found on the back of the renewal form. Go to **Step 3.**

**b. Professional Land Surveyor:** Check Box 1. Note the year in which you must take an "Alabama Standards of Practice" (SOP) course on the bottom of page 2. If that date is 2012, you must show completion of a six-hour Alabama SOP course for your renewal form to be processed. All new licensees must complete and report an AL SOP course within 24 months of becoming a licensed surveyor. Credit will be given for courses taken within 24 months of obtaining licensure. Credit for those courses/seminars will count towards the annual PDH requirements. If you have taken an SOP since your last renewal, list the information regarding the course. You must complete the PDH log found on the back of the renewal form. Go to **Step 3.**

**Exempt from Continuing Education:** Check Box 2 and the box next to the reason why you are exempt from the continuing education requirement (See page 3 - **CPC EXEMPTIONS**). **[NOTE: Exemption from the CPC requirement DOES NOT EXEMPT one from the renewal fee.]** Go to **Step 3.**

**Step 3 — Complete Part II.** You **must** answer the 2 questions concerning disciplinary and legal actions taken against you **since your last renewal.** Go to **Step 4.**

**Step 4 — Complete Part III (Citizenship Declaration).** You **must** check the appropriate box. Your renewal will not be processed if you have not completed this section. Go to **Step 5.**

**Step 5 — Complete Part IV (Certification and Payment )** Ensure Parts I, II and III and the PDH log of the renewal form are completed. Sign and date the form. Provide a daytime telephone number and email address (if applicable). Only forms with **original** signatures will be accepted. By signing the form you are certifying you agree to abide by the Code of Ethics. The Five Canons of the Code of Ethics can be found on the last page of these instructions.

Include the appropriate renewal fee. See the renewal form for the fees due. **Check or money order should be made payable to "PE & LS Fund."**

## Detailed Listing of Required Educational Activities

A PE or PLS may carry up to 15 PDH's forward to the next year. A licensee who has both a PE and PLS license can cross claim PDH's only when course material is applicable to both licenses.

**The listing of educational activities on the back of the renewal form is mandatory.** In the event you are selected for an audit, the log will assist you in providing the necessary records to the board office. **If renewing online** the system will prompt you to enter the following information:

Date of Activity | Sponsoring Organization's Name & Location | Title of Activity & Instructor's/Speaker's name |  
# PDH claimed

**NOTE:** If you have utilized our website's "Continuing Education Activity Log" throughout the year to list your PDH activity, the activity will be automatically listed on your on-line renewal application.

If we accept your renewal application and renewal fee and the Board later notifies you that PDH credit claimed is disallowed, you will have 180 days after notification to provide further information for substantiation or to obtain the necessary PDH's to meet the requirement.

**General Requirements** - All activities for which PDH credits are claimed must be relevant to the practice of engineering or land surveying and may include technical, ethical, or managerial content. These activities should enhance the professional or technical competence of the licensee.

Qualifying educational activities may be sponsored or presented by college or universities, by employers, by government agencies, by nationally affiliated engineering or land surveying technical or professional societies, or by other organizations. **The Board does not preapprove courses for PDH credit.** It is your responsibility to assure that the activities in which you participate meet the requirements.

Correspondence, video, audio, or on-line courses must require the participant to show evidence of achievement and completion and/or a final graded test.

Educational activities to meet Alabama's Continuing Professional Competency requirement can be earned in any jurisdiction or territory.

### Typical activities that will qualify are:

- \* Completing or attending qualifying courses, seminars, instruction, in-house programs, or training;
- \* Attending technical or professional society meetings when an engineering/land surveying topic is presented as a principal part of the program;
- \* Teaching a course for the first time or if substantial time has been spent in updating material if previously taught;
- \* Attending satellite video courses where attendance is verified and program material meets the requirements;
- \* Language courses or software instructional courses that relate to the improvements of one's business or profession

### Typical activities that will not qualify are:

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| * Regular employment                                   | * Enrollment without attendance at courses, seminars, etc.                    |
| * Real Estate licensing courses                        | * Membership on Boards or Committees  |
| * Personal, estate or financial planning               | * Credit for courses taken prior to licensure                                 |
| * Self study or personal self improvement courses      | * Repetitive teaching of the same course without updating the course material |
| * Service club meetings or activities                  | * Attending committee and business meetings of any organization               |
| * Equipment demonstrations or trade shows              | * Conversational language courses for personal use                            |
| * Topics not relevant to engineering or land surveying |   |

**Engineering related activities will not qualify as meeting the requirements for land surveying and vice versa.**

## Five Canons of the Rules of Professional Conduct

The Rules of Professional Conduct are found in Rule 330-X-14, Administrative Code. We ask that you certify to these canons under Part IV of the renewal application form.

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- Canon I      The Engineer and/or Land Surveyor shall exercise independent judgments, decisions and practices on behalf of clients and employers.
- Canon II     The Engineer and/or Land Surveyor shall act competently and use proper care in performing engineering and/or land surveying services for clients or employers and shall act only in fields in which qualified by education and experience.
- Canon III    The Engineer and/or Land Surveyor shall safeguard and preserve the confidences and private information of clients and employers.
- Canon IV    The Engineer and/or Land Surveyor shall endeavor to build a practice and professional reputation on the merit of services.
- Canon V     The Engineer and/or Land Surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering and/or land surveying profession.

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### **CPC EXEMPTIONS**

Only the following circumstances qualify for the Continuing Professional Competency Exemption:

1. **Retired Status:** Totally retired and no longer employed in any business in Alabama (**you cannot volunteer your engineering/surveying services if you are in retired status**).
2. **Inactive Status:** Totally separated from the profession of engineering and/or land surveying in Alabama and the PE or PLS meets the following conditions in Alabama:
  - \* The words *engineer, engineering, land surveyor or land surveying* do not appear in the licensee's work title; and
  - \* The licensee is not employed with a company or organization that performs or offers to perform engineering or land surveying services or a company or organization that uses *engineering or land surveying* in the company or organizational title; and
  - \* The licensee, as an individual, is not performing or offering to perform engineering or land surveying services or making engineering or land surveying decisions.
3. **Newly Licensed:** Those newly licensed after October 1, 2011
4. **Foreign Employment:** Those in foreign employment for more than 120 consecutive days or a non-career military licensee serving on active duty for more than 120 consecutive days may be exempted upon Board approval. Documentation of status must be mailed to the board.
5. **Medical:** Those who have experienced during the past year a serious illness or injury of a nature and duration which has prohibited completing Continuing Professional Competency requirements may be exempted for one year only. This exemption is to give them sufficient time to recuperate and begin to earn the necessary professional development hours for next year. Supporting documentation, such as a letter from your physician, must be furnished to the Board.